

Message Text

CONFIDENTIAL

PAGE 01 STATE 086299

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ORIGIN SS-15

INFO OCT-01 ARA-10 ADP-00 SSO-00 CCO-00 RSC-01 /027 R

DRAFTED BY / S- S: JLMARTIN/ LSCHERMERHORN

5/7/73 X21522

APPROVED BY / S - MR. BARNES

S/ S- EX - MR. MILLER

- MR. MAISTO

----- 129032

O 072131 Z MAY 73

FM SECSTATE WASHDC

TO AMEMBASSY BOGOTA IMMEDIATE

AMEMBASSY BRASILIA IMMEDIATE

AMEMBASSY BUENOS AIRES IMMEDIATE

AMEMBASSY CARACAS IMMEDIATE

AMEMBASSY KINGSTON IMMEDIATE

AMEMBASSY LIMA IMMEDIATE

AMEMBASSY MANAGUA IMMEDIATE

AMEMBASSY MEXICO IMMEDIATE

AMCONSUL RIO DE JANEIRO IMMEDIATE

C O N F I D E N T I A L STATE 086299

E. O. 11652: GDS

TAGS: OVIP

SUBJECT: SECVISIT LA

1. FOLLOWING ARE EXECUTIVE SECRETARIAT (S/ S) ADMINISTRATIVE
REQUIREMENTS - OFFICE ORGANIZATION AND EQUIPMENT:

2. DUTY HOURS: S/ S OFFICER WILL BE EITHER IN OFFICE OR ON
CALL 24 HOURS. EMBASSY DUTY OFFICERS, COMMUNICATIONS
SUPERVISORS AND MARINE GUARDS SHOULD DEAL DIRECTLY WITH
ONE OF THE S/ S TEAM ON ANY URGENT MATTER CONCERNING
SECRETARY, UNDER SECRETARY, AND MEMBERS OF THEIR STAFFS,
OR S/ S BUSINESS.

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3. ASSISTANCE: FSO SHOULD BE ASSIGNED TO S/ S FROM SECRETARY' S ARRIVAL TO HIS DEPARTURE AND SHOULD MEET THE S/ S TEAM UPON ARRIVAL AT EMBASSY. TOP SECRET CLEARED SECRETARY SHOULD BE ASSIGNED S/ S FOR SAME PERIOD. PLEASE SUPPLY NAMES ASAP.

4. OFFICE SUPPLIES: FOLLOWING EQUIPMENT AND SUPPLIES SHOULD BE INSTALLED IN S/ S OFFICE SPACE AT EMBASSY BY TIME SECRETARY ARRIVES:

- A. 2 (TWO) DESKS FOR OFFICERS.
- B. 2 (TWO) DESKS FOR SECRETARIES WITH TYPING SHELVES OR TABLES.
- C. 2 (TWO) ELECTRIC TYPEWRITERS IN GOOD WORKING ORDER, LARGE (PICA) TYPE ESSENTIAL. (PREFERABLY IBM SELECTRIC)
- D. 2 (TWO) CONFERENCE TYPE TABLES.
- E. 1 (ONE) FILING CABINET.
- F. 1 (ONE) DUPLICATING MACHINE.
- G. REFERENCES: 2 (TWO) COPIES EMBASSY TELEPHONE BOOK; LOCAL CITY PHONE BOOK; 1 (ONE) COPY POST REPORT; 1 (ONE) COPY LOCAL DIPLOMATIC LIST.
IT WOULD BE HELPFUL TO HAVE COPIES OF LOCAL TOURIST INFORMATION (TOURIST BUREAU OR CHAMBER OF COMMERCE TYPE DIRECTORIES, ETC.)
- H. MISCELLANEOUS OFFICE SUPPLIES. ROGERS

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NMAFVVZCZ

*** Current Handling Restrictions *** n/a
*** Current Classification *** CONFIDENTIAL
@@@OASYS@@@<CONCATENATED>

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*** Current Handling Restrictions *** n/a

*** Current Classification *** CONFIDENTIAL

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Draft Date: 07 MAY 1973
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Decaption Note:
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Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
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Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Errors: n/a
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30 JUN 2005

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Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: <DBA CORRECTED> mcm 971230
Subject: SECVISIT LA
TAGS: OVIP
To: BOGOTA
BRASILIA
BUENOS AIRES
CARACAS
KINGSTON
LIMA
MANAGUA

MEXICO
RIO DE JANEIRO

Type: TE

Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005